

ENVIRONMENTAL SERVICES SUPERVISOR (WATER RECLAMATION FACILITY)

FLSA Status – Exempt

EEO Code – B/Professionals

Class Code – M270

GENERAL DESCRIPTION OF DUTIES

This position supervises and coordinates the City's pretreatment program, Water Reclamation Facility laboratory, mobile waste haulers, storm water monitoring, Facility and Municipal Airport storm water permits, annual Hazardous Substance Survey, and Temperature Management Program. The Environmental Services Supervisor is responsible for water quality programs focusing on permitting, monitoring, and enforcement in satisfying conditions of National Pollution Discharge Elimination System wastewater and storm water permits and their related regulatory requirements.

SUPERVISION RECEIVED

This position receives general supervision and direction from the Wastewater Services Manager.

SUPERVISION EXERCISED

This position provides direct supervision to WRF laboratory and pretreatment staff, including planning, assigning and reviewing work of subordinates, effectively recommending hiring and other personnel actions, evaluating individual and team performance, taking disciplinary action, and resolving conflicts.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Oversees industrial wastewater discharge permits issued to significant and major industries, and storm water permits issued to the Water Reclamation Facility and Airport.
2. Oversees the laboratory Quality Control and Quality Assurance program to ensure the consistent production of accurate and defensible data.
3. Produces, maintains, and ensures compliance with the Chemical Hygiene Plan, appropriate hazardous waste disposal, and MSDS management.
4. Supervises the development or adaptation of laboratory procedures for process control analysis.
5. Interprets state, federal, and local ordinances, codes, regulations, and laws.
6. Conducts surveys of service area businesses to identify those required to obtain an industrial discharge permit.

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7. Calculates discharge limits and evaluates wastes for acceptance into the sewer systems. Prepares and issues discharge permits, ensuring correct discharge limits and other permit requirements are included.
8. Ensures adequate and frequent inspections are conducted at permitted industries to monitor compliance with pre-treatment regulations. Develops enforcement plans; reviews compliance status; issues enforcement orders, compliance schedules, and penalties; and recommends appropriate enforcement actions. Consults with industry representatives, as needed concerning code interpretations, pre-treatment needs, and technology, treatment equipment operation, and pollution control plans.
9. Supervises personnel involved in the operation of the Water Reclamation Facility Laboratory and Pretreatment Program including scheduling, assigning and reviewing work, evaluating performance, counseling, and effectively recommending and initiating disciplinary actions.
10. Prepares preliminary budget recommendations and administers budgets for area of responsibility, authorizes purchases and procurements for professional services, laboratory analysis, and equipment to perform necessary environmental tasks.
11. Enters and retrieves data from the pretreatment program and laboratory information management systems and prepares reports.
12. Provides technical assistance to the Street Section of Public Works, Department of Environmental Quality, and others in spill response, source identification, and handling of hazardous materials spills, improper disposal, and other causes that may adversely impact the sanitary or storm water systems and local waterways.
13. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Maintains work areas in clean and orderly manner.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Broad knowledge of federal, state, and local water quality criteria and water pollution control regulations related to wastewater and storm water pollution control,

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regulations pertinent to industrial waste programs, and current technology and common treatment processes utilized by various industrial pretreatment methods;

- Knowledge of principles of sample collection and preservation and activated sludge wastewater treatment processes;
- Knowledge of word processing, database, spreadsheet and laboratory data management system software; and
- Working knowledge of confined space entry and safety practices applicable to laboratory and fieldwork conducted by technical staff.

Skills In:

- Establishing and maintaining effective working relationships with others from diverse backgrounds.

Ability To:

- Communicate effectively with the public, members of outside agencies, and employees.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to a four-year university education in chemistry, microbiology, environmental science, or related field; and over three years experience with an industrial pretreatment program, an environmental laboratory, and/or wastewater treatment facility; and previous supervisory experience; or, any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

DESIRABLE BACKGROUND

Possession of a Class 2 or higher Wastewater Treatment Operator certificate, previous experience within a Class 4 wastewater treatment facility, and knowledge of specific software used within the Facility is desirable, but not required.

WORKING CONDITIONS

There is a potential for a considerable portion of the work period to be spent in the laboratory or in industrial environments with exposure to chemicals, acids, wet surfaces, pathogens, odors, noise and fumes. The employee may experience infrequent exposure to confined spaces and work conditions less desirable than those typically found in an office while conducting inspections.

PHYSICAL AND MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office, and laboratory equipment, etc. However, at times, duties may

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be physically demanding requiring movement of materials weighing up to 50 pounds. Activity and types of duties performed require manual dexterity and coordination more than 50 percent of the work period while conducting laboratory analysis and operating standard office equipment. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with a disability and known limitations.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94
Revised: 09/99
Revised: 05/01
Revised: 04/11